

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 4: Assessment	Effective Date: June 1, 2008
	Section 25: Completing the Assessment Report	Version: 3

POLICY

The Indiana Department of Child Services (DCS) will complete a Form 311, Assessment of Alleged Child Abuse or Neglect Report at the conclusion of every assessment.

DCS will email a copy of every substantiated assessment report to the Prosecuting Attorney and send a copy to the Coordinator of the Community Child Protection Team (CCPT). Upon request, DCS will also make available all unsubstantiated and indicated reports, prior to expungement.

Exception: A copy of each substantiated report will be sent to the coordinator of the CCPT unless, due to the high number of these reports monthly, an agreement has been reached and is in writing between the DCS and the CCPT that an alternate selection method will be used.

Upon request, DCS will make available a copy of any assessment report (substantiated, unsubstantiated or indicated) to the appropriate Court and/or Law Enforcement Authority (LEA).

Code References

1. [IC 31-33-8-12: Classification of reports](#)
2. [IC 31-33-7-8: Reports to health care providers and schools](#)
3. [IC 31-33-8-9: Provision of copies of investigative report](#)

PROCEDURE

The FCM will:

1. Review all information documented during the assessment including paper files, Indiana Child Welfare Information System (ICWIS) log notes and contacts, audio and visual recordings, etc.
2. Create a succinct narrative in the assessment report that summarizes the evidence gained during the assessment.
3. Follow the procedures outlined in separate policy, [4.22 Making an Assessment Finding](#), to arrive at a finding of substantiated, unsubstantiated, or indicated for each allegation.
4. Review the report for accuracy and completeness.
5. Forward a copy of the report to the assessment Supervisor and confirm receipt through a standardized delivery process.

The Supervisor will:

1. Review the report for accuracy and completeness.
2. "Approve" the assessment report if he/she deems it accurate and complete.
3. Assure that the following steps are completed:
 - a. A copy of any completed assessment report that contains one or more substantiated allegations is emailed to the Prosecuting Attorney and sent to the Coordinator of the Community Child Protection Team.

- b. If applicable, a copy of the 30 Day Assessment Report is sent to the administrator of the facility that made the CA/N report. See separate policy, [4.21 30 Day Assessment Reports](#).

RELATED INFORMATION

Assessment Narratives

When creating the narrative, the FCM should summarize the evidence that was collected during the assessment and that was pertinent to making a finding for each allegation. The FCM should not cut and paste, word for word, all notes that were taken during the assessment. Doing this creates a cumbersome, lengthy narrative that is time consuming for Supervisors, Prosecutors, etc. to read. Additionally, the narrative should never be entered in ALL CAPS. TYPE THAT IS IN ALL CAPS IS DIFFICULT TO READ. Additionally ALL CAPS can interfere with spell check and other features.

Purging Information Related to Unsubstantiated Allegations

Information on unsubstantiated allegations is automatically purged by ICWIS 180 days from the date the completed assessment Report is approved.

Purging Information Related to Indicated Allegations

Information on indicated allegations is purged in ICWIS 12 months after the date of the finding of "indicated" unless a new CA/N report is received by DCS that involves the same child/family/perpetrator. If a new CA/N report is received, the deadline for purging of the records is extended for 12 additional months from the date the new CA/N report is received. This process of extending the deadline for purging may occur multiple times if subsequent CA/N reports are received.

1. [IC 31-39-8-4 Expungement of child abuse or neglect information](#)
2. [IC 31-33-7-6.5 Expungement of child abuse or neglect information](#)
3. [IC 31-33-8-12 Classification of reports](#)

FORMS AND TOOLS

Assessment of Alleged Child Abuse/Neglect Report (311) -- Available in ICWIS